

CA-PMM**Project Name:** Automated Risk & Needs Assessment Tool (ARNAT)**OCIO Project #:** 5225-125**Department:** Corrections and Rehabilitations**Reporting Period:** From: To:**Team Member to Project
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

Status of Assigned Issues

Issue Number	Description	Due Date	Status
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Reporting Period: From: To:

Team Member to Project Manager

CA-PMM**Project Name:** Automated Risk & Needs Assessment Tool (ARNAT)**OCIO Project #:** 5225-125**Department:** Corrections and Rehabilitations**Reporting Period:** From: 4/1/09 To: 6/30/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Staffing and funding delays	Proposed FSR schedule and actual start of project reflect a 9 month delay.	Complete SPR to rebaseline project schedule.
2. Were any key milestones or deliverables rescheduled?	Yes	Staffing and funding problems	Staff hiring delays. No contract to procure vendor services as a result of the FY 08/9 budgetary issues.	Complete SPR to rebaseline project schedule.
3. Was work done that was not planned?	No	None	None	None
4. Were there any changes to scope?	Yes	DAPO requests application enhancements not covered by the FSR.	Project efforts delayed due to need to rescope.	Complete SPR to rebaseline project schedule.
5. Were tasks added that were not originally estimated?	Yes	DAPO requests application enhancements not covered by the FSR.	Project efforts delayed due to need to rescope.	Complete SPR to rebaseline project schedule.
6. Were any tasks or milestones removed?	No	None	None	None
7. Were any scheduled tasks not started?	Yes	Staffing and funding problems.	Project delayed due to FY 08/09 budgetary spending freezes.	Complete SPR to rebaseline project schedule.
8. Are there any new major issues?	Yes	Incorporation of DAPO's additional requirements to meet legislative mandates of AB 900.	Clarification of DAPO application enhancements required in order to develop project schedule.	Complete SPR to rebaseline project schedule.

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9. Are there any staffing problems?	Yes	FY 08/09 budgetary freezes and hiring difficulties due the part-time limited classification of 3 of the positions.	Pool of qualified applicants reduced due to part-time/limited position authority.	Continue recruitment efforts for remaining staff, positions become full-time/permanent in FY 09/10.
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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	Project milestones delayed.	Complete SPR to rebaseline project.
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Project milestones delayed.	Complete SPR to rebaseline project.
3. Is there any unplanned work that needs to be done?	Yes	Project milestones delayed.	Complete SPR to rebaseline project.
4. Are there any expected or recommended changes to scope?	Yes	Project schedule may be further impacted.	Fast track project tasks when possible to compress schedule.
5. Are there any tasks not originally estimated that will need to be added?	Yes	Possible delays to the project schedule.	Fast track project tasks when possible to compress schedule.
6. Are there any tasks or milestones that should be removed from the plan?	No	None	None
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	Project milestones delayed.	Project must be rebaselined.
8. Are any major new issues foreseeable?	No	None	None
9. Are any staffing problems anticipated?	Yes	Current project scheduled delayed.	Continue hiring effort to obtain sufficient staffing level to implement project.

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Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

All 08/09 full-time project positions have been filled: DPM II as TPM, Sr.ISA and SPA.

DTS finalized the ARNAT server configuration documentation.

Program Change Control Committee (CCC) members finalized, and the recurring PCCC meetings are scheduled.

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Design	2/27/09	2/27/10	Delayed	FY 08/09 budgetary freezea caused funding delays and recruitment difficulties.	
Software customization and testing	4/30/09	4/30/10	Delayed	FY 08/09 budgetary freezea caused funding delays and recruitment difficulties.	
DTS Environment Configurations	5/29/09	9/2/09	Delayed	FY 08/09 budgetary freezes caused funding delays and recruitment difficulties.	

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Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	Complete SPR to rebaseline project scope and schedule.
Milestones			X	Complete SPR to rebaseline project scope and schedule.
Deliverables			X	Complete SPR to rebaseline project scope and schedule. Develop SOW to identify deliverable and deliverable timeline.
Resources			X	Complete hiring efforts and fill remaining 3 project positions.
OneTime Cost	X			
Continuing Cost	X			

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Sponsor to Executive Committee

Summary Milestones and Highlights

Project Milestones:

List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Design	1/2/09	1/2/10	Delayed	Delays due to FY 08/09 budget, which also impacted recruitment efforts.	
Software Customization and Testing	3/2/09	3/2/10	Delayed	Delays due to FY 08/09 budget, which also impacted recruitment efforts.	
DTS Environments Configuration	3/2/09	9/2/09	Delayed	Delays due to FY 08/09 budget, which also impacted recruitment efforts.	

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	Complete SPR to rebaseline project scope and schedule,
Milestones			X	Complete SPR to rebaseline project scope and schedule,
Deliverables			X	Complete SPR to rebaseline project scope and schedule, Develop SOW to identify deliverables and their timelines.
Resources			X	Complete recruitments for remaining 3 project positions
One Time Cost	X			
Continuing Cost	X			

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	2 Red	Project is almost 12 months behind schedule on all key tasks, except DTS server environment.
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	1 Yellow	Although the project is almost 12 months behind schedule, the number high-level risk is low.
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	2 Red	Project is almost 12 months behind schedule on all key tasks, except DTS server environment. The issue impacting the critical path for this project can not be resolved without rebaselining this project and securing sufficient staffing.
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0 Green	
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0 Green	
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0 Green	
	Medium	1		
	Weak	2		

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	1	Yellow	Vendor has a strong understanding of California's risk Assessment Model, as the result of their success on the previous phases of this effort. Unfortunately, the Vendor does not possess the same level of understanding with regard to California's IT strategic direction.
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	1	Yellow	The team through not complete collectively process a high-level of knowledge and skills.
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	2	Red	Project is almost 12 months behind schedule on all key tasks, except DTS server environment. Correction to the planned rate of production can not be resolved without rebaselining this project and securing sufficient staffing.
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	2	Red	FY 08/09 budgetary freezes and hiring difficulties due the part-time limited classification of 3 of the positions.
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	
	Moderately Effective	1			
	Ineffective	2			
Total			11	Y	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

Vendor Viability Rating Rationale

Vendor has a strong understanding of California's risk Assessment Model, as the result of their success on the previous phases of this effort. Un